
Appendix C

Drug Court Grantee Reporting Requirements

All recipients of Drug Courts Program Office grants are required to submit the following reports:

1. **Financial Status Reports (SF 269):** Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns may be withheld if the progress and financial status reports are delinquent.
2. **Categorical Assistance Progress Reports:** Recipients of funding are required to submit an initial and then semi-annual progress report. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package.
3. **Drug Court Grantee Data Collection Survey:** To ensure that grantees are collecting critical information about their drug court programs for evaluation purposes and to assist in the national evaluation of drug courts, grantees that receive funds to implement or enhance a drug court are required to submit the Drug Court Grantee Data Collection Survey on a semiannual basis. The survey periods run January 1–June 30 and July 1–December 31. The surveys are due 60 days after the end of the report period, that is, no later than August 31 and February 28, respectively. These data will capture baseline information on both drug courts and defendants.
4. **Single Audit Report:** Recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is currently due to the cognizant federal agency or oversight agency not later than 13 months after the end of the recipient's fiscal year. For fiscal years beginning on or after July 1, 1998, the audit report will be due 9 months after the end of the recipient's fiscal year.



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
DRUG COURTS PROGRAM OFFICE
WASHINGTON, D.C. 20531

DRUG COURT GRANTEE DATA COLLECTION SURVEY

DIRECTIONS: As a Drug Courts Program Office discretionary grantee, you are required to complete this survey. This form must be completed on a semiannual basis and submitted with your progress reports due at the end of January and July of each year. Complete Section I and update only as necessary. Update Section II at the end of January and July each year. If a grant is for multiple jurisdictions, each jurisdiction must complete the survey individually.

I. BASELINE INFORMATION

A. GENERAL INFORMATION

1. NAME (Person completing form)	7. TYPE OF DRUG COURT GRANT <input type="checkbox"/> Single Jurisdiction Implementation <input type="checkbox"/> Single Jurisdiction Enhancement <input type="checkbox"/> Multi-Jurisdictional Implementation <input type="checkbox"/> Multi-Jurisdictional Enhancement
2. TITLE	
3. ADDRESS	8. GRANT AWARD PERIOD _____ to _____
	9. DATE DRUG COURT PROGRAM STARTED
	10. DATE STARTED WITH DCPO FUNDING (if different)
	11. AMOUNT OF GRANT AWARD
4. TELEPHONE	12. NAMES AND POSITIONS OF KEY PERSONNEL
5. FAX	
6. E-MAIL	
13. SIZE OF JURISDICTION: (Population of county or city served by court)	

B. DRUG COURT INFORMATION

14. TYPE OF DRUG COURT (Check all that apply) <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor	15. IN GENERAL, WHICH APPROACH DOES THE DRUG COURT FOLLOW? (Check one) <input type="checkbox"/> Deferred Prosecution: Adjudication is deferred and the defendant is diverted to the treatment program after being charged. <input type="checkbox"/> Postadjudication: Adjudication occurs, but the sentence is deferred or pronounced and the defendant enters the treatment program. <input type="checkbox"/> Other (Specify)
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16. WHO IS ELIGIBLE TO PARTICIPATE IN THE DRUG COURT PROGRAM? (Check all that apply)

- ☐ Adult male
- ☐ Adult female
- ☐ Juveniles
- ☐ Nonviolent offenders
- ☐ Violent offenders (Past or present)
- ☐ Offenders with substance (i.e. controlled or other addictive substances) addiction
- ☐ Offenders without substance addiction
- ☐ First-time offenders
- ☐ Repeat offenders
- ☐ Probation violators

17. WHAT IS THE LENGTH OF THE PROGRAM?

Number of months _____

If actual average length to graduate is different, indicate (number of months)

18. DOES THE DRUG COURT HAVE PHASES? (If yes, how many and how long are the phases?)

☐ No ☐ Yes

Phase How Long

_____	_____
_____	_____
_____	_____
_____	_____

19. WHAT SERVICES ARE AVAILABLE TO DRUG COURT PARTICIPANTS (Check all)

- | | |
|--|---|
| <input type="checkbox"/> Detox | <input type="checkbox"/> Child care |
| <input type="checkbox"/> Day reporting center | <input type="checkbox"/> Family therapy/ services |
| <input type="checkbox"/> Outpatient | <input type="checkbox"/> Mental health |
| <input type="checkbox"/> Inpatient | <input type="checkbox"/> Individual counseling |
| <input type="checkbox"/> Academic/training schools | <input type="checkbox"/> Group counseling |
| <input type="checkbox"/> Job training | <input type="checkbox"/> Primary health care |
| <input type="checkbox"/> Employment services | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Parenting classes | |

20. ARE THE FOLLOWING GRADUATION REQUIREMENTS? (If yes, provide the time period)

Number of months drug free _____

Number of months without rearrests _____

Number of months employed _____

Other (Specify) _____

21. SINCE THE PROGRAM BEGAN, WHAT IS THE TOTAL AMOUNT OF FUNDING FOR EACH OF THE FOLLOWING TYPES THAT THE PROGRAM HAS RECEIVED? (Check all sources that apply and enter amount of funding.)

a. FEDERAL GOVERNMENT:

☐ Violent Crime Control Act of 1997 (Drug Courts Program Office) \$ _____

☐ Local Law Enforcement Block Grant \$ _____

☐ Edward Byrne Memorial Grant \$ _____

☐ Comprehensive Communities Grant \$ _____

☐ Corrections Options Grant \$ _____

☐ Center for Substance Abuse Treatment (CSAT) Substance Abuse Treatment and Treatment Block Grant, includes CSAT technical assistance \$ _____

☐ CSAT Criminal Justice Treatment Networks \$ _____

☐ CSAT Target Cities \$ _____

☐ Medicaid \$ _____

☐ Other federal government (Please specify) \$ _____

☐ \$ _____

☐ \$ _____

b. ☐ State government \$ _____

c. ☐ Local government \$ _____

d. ☐ Private (Grants/donations from foundations, businesses, charitable organizations) \$ _____

e. ☐ Participant fees \$ _____

22. WHICH OF THE FOLLOWING STATEMENTS BEST DESCRIBES ANY FEES CHARGED TO PARTICIPANTS (By the court or by any contractors providing services), EITHER CURRENTLY OR IN THE PAST? (Fees would include those paid by the participant, by personal insurance or by Medicaid)

☐ Participant fees are charged currently. (Continue with Question 23)

☐ Participant fees were charged previously, but are not currently. (Continue with Question 23)

☐ Participant fees have never been charged. (Skip to question 24)

<p>23. WHAT IS/WAS THE PURPOSE AND AMOUNT OF EACH FEE CHARGED TO PARTICIPANTS?</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;">Description/purpose of fee</th> <th style="text-align: left; width: 40%;">Amount of fee</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> </tr> </tbody> </table>	Description/purpose of fee	Amount of fee	_____	\$ _____	_____	\$ _____	_____	\$ _____	_____	\$ _____	<p>24. HOW IS DRUG COURT DATA GATHERED AND COMPILED?</p> <p><input type="checkbox"/> Manually</p> <p><input type="checkbox"/> Automated</p> <p><input type="checkbox"/> Both</p>
Description/purpose of fee	Amount of fee										
_____	\$ _____										
_____	\$ _____										
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_____	\$ _____										

II. DRUG COURT PARTICIPANT/PROGRAM INFORMATION

<p>25. NUMBER OF PARTICIPANTS</p> <p>From start of program _____</p> <p>From start of grant _____</p>	<p>26. FROM THE TIME THE PROGRAM BECAME OPERATIONAL TO THE PRESENT AND FROM THE BEGINNING OF THE GRANT TO THE PRESENT, HOW MANY PEOPLE:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Number of persons since: program start</th> <th style="width: 20%; text-align: center;">grant start</th> </tr> </thead> <tbody> <tr> <td>a. Have been admitted to the drug court program?</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>b. Have completed the program?</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>c. Have failed to complete the program because they:</td> <td></td> <td></td> </tr> <tr> <td> (1.) Have been terminated?</td> <td>_____</td> <td>_____</td> </tr> <tr> <td> (2.) Have voluntarily withdrawn?</td> <td>_____</td> <td>_____</td> </tr> <tr> <td> (3.) Have died while in the program?</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Number of persons since: program start	grant start	a. Have been admitted to the drug court program?	_____	_____	b. Have completed the program?	_____	_____	c. Have failed to complete the program because they:			(1.) Have been terminated?	_____	_____	(2.) Have voluntarily withdrawn?	_____	_____	(3.) Have died while in the program?	_____	_____																																	
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<p>26. TOTAL CAPACITY</p> <p>_____</p>																																																							
<p>27. NUMBER OF GRADUATES FROM THE DRUG COURT PROGRAM</p> <p>From start of program _____</p> <p>From start of grant _____</p>																																																							
<p>28. PROVIDE THE FOLLOWING DEMOGRAPHIC INFORMATION ABOUT PARTICIPANTS IN THE PROGRAM SINCE THE BEGINNING OF THE GRANT AND (if available) SINCE THE BEGINNING OF THE PROGRAM:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%; text-align: center;">Number of persons since: program start</th> <th style="width: 30%; text-align: center;">grant start</th> </tr> </thead> <tbody> <tr><td>Age 12-16</td><td>_____</td><td>_____</td></tr> <tr><td>Age 17-18</td><td>_____</td><td>_____</td></tr> <tr><td>Age 19-21</td><td>_____</td><td>_____</td></tr> <tr><td>Age 22-30</td><td>_____</td><td>_____</td></tr> <tr><td>Age 30-40</td><td>_____</td><td>_____</td></tr> <tr><td>Age 41 or over</td><td>_____</td><td>_____</td></tr> <tr><td>Number of men</td><td>_____</td><td>_____</td></tr> <tr><td>Number of women</td><td>_____</td><td>_____</td></tr> <tr><td>Number of drug-free babies</td><td>_____</td><td>_____</td></tr> </tbody> </table>		Number of persons since: program start	grant start	Age 12-16	_____	_____	Age 17-18	_____	_____	Age 19-21	_____	_____	Age 22-30	_____	_____	Age 30-40	_____	_____	Age 41 or over	_____	_____	Number of men	_____	_____	Number of women	_____	_____	Number of drug-free babies	_____	_____	<p>29. NUMBER OF PARTICIPANTS OF THE FOLLOWING RACIAL OR ETHNIC DESCENT:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%; text-align: center;">Number of persons since: program start</th> <th style="width: 30%; text-align: center;">grant start</th> </tr> </thead> <tbody> <tr><td>African American</td><td>_____</td><td>_____</td></tr> <tr><td>Hispanic/Latino</td><td>_____</td><td>_____</td></tr> <tr><td>Asian/Pacific Islander</td><td>_____</td><td>_____</td></tr> <tr><td>Native American</td><td>_____</td><td>_____</td></tr> <tr><td>Alaskan Native</td><td>_____</td><td>_____</td></tr> <tr><td>Caucasian</td><td>_____</td><td>_____</td></tr> <tr><td>Other</td><td>_____</td><td>_____</td></tr> </tbody> </table>		Number of persons since: program start	grant start	African American	_____	_____	Hispanic/Latino	_____	_____	Asian/Pacific Islander	_____	_____	Native American	_____	_____	Alaskan Native	_____	_____	Caucasian	_____	_____	Other	_____	_____
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(continued from previous page)

<p>31. HOW LONG DO YOU PLAN TO FOLLOW UP ON THE PROGRESS OF DRUG COURT PARTICIPANTS AFTER GRADUATION?</p> <p>6 months _____</p> <p>12 months _____</p> <p>18 months _____</p>	<p>37. NUMBER OF PARTICIPANTS ARRESTED OR CONVICTED AFTER GRADUATION:</p> <p style="text-align: center;">0-6 months after graduation:</p> <table style="width: 100%;"> <tr> <th></th> <th style="text-align: center;">program start</th> <th style="text-align: center;">grant start</th> </tr> <tr> <td>Nonviolent drug crime</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Violent drug crime</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Nonviolent non-drug crime</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Violent non-drug crime</td> <td>_____</td> <td>_____</td> </tr> </table> <p style="text-align: center;">7-12 months after graduation:</p> <table style="width: 100%;"> <tr> <th></th> <th style="text-align: center;">program start</th> <th style="text-align: center;">grant start</th> </tr> <tr> <td>Nonviolent drug crime</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Violent drug crime</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Nonviolent non-drug crime</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Violent non-drug crime</td> <td>_____</td> <td>_____</td> </tr> </table> <p style="text-align: center;">13-18 months after graduation:</p> <table style="width: 100%;"> <tr> <th></th> <th style="text-align: center;">program start</th> <th style="text-align: center;">grant start</th> </tr> <tr> <td>Nonviolent drug crime</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Violent drug crime</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Nonviolent non-drug crime</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Violent non-drug crime</td> <td>_____</td> <td>_____</td> </tr> </table>		program start	grant start	Nonviolent drug crime	_____	_____	Violent drug crime	_____	_____	Nonviolent non-drug crime	_____	_____	Violent non-drug crime	_____	_____		program start	grant start	Nonviolent drug crime	_____	_____	Violent drug crime	_____	_____	Nonviolent non-drug crime	_____	_____	Violent non-drug crime	_____	_____		program start	grant start	Nonviolent drug crime	_____	_____	Violent drug crime	_____	_____	Nonviolent non-drug crime	_____	_____	Violent non-drug crime	_____	_____
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<p>36. NUMBER OF CLIENTS WHO REENTERED THE DRUG COURT PROGRAM, AFTER COURT/SELF TERMINATION OR GRADUATION:</p> <p>From start of program _____</p> <p>From start of grant _____</p>	<p>38. NUMBER OF PARTICIPANTS WHO REMAIN DRUG FREE AFTER GRADUATION (if information is available):</p> <table style="width: 100%; margin-top: 10px;"> <tr> <th></th> <th style="text-align: center;">Number of participants</th> <th style="text-align: center;">Average number of days/months</th> </tr> <tr> <td>From start of program</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>From start of grant</td> <td>_____</td> <td>_____</td> </tr> </table>		Number of participants	Average number of days/months	From start of program	_____	_____	From start of grant	_____	_____																																				
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Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the Drug Courts Program Office, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW, Washington, D.C. 20531; and to Public Use Reports Project, 1121-0190, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.